

Judicial Authorization for Court Report Preparation

PART I - COUNTY/COURT/DEPT.

County _____
 Court ID _____
 Court Name _____

All QCSR, Revenue, and Budget reports must be filed online using Indiana Courts Online Reporting ("ICOR"). Complete, sign, and return this form to the Division of State Court Administration to be assigned a password and user ID.



Forms and Permissions

PART II - JUDGE

Name _____
 Email _____
 Phone _____

QCSR		Revenue Report		Budget & Expenditures	
read-only	edit/ modify	read-only	edit/ modify	read-only	edit/ modify
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PART III - COURT/DEPT. STAFF

Name _____
 Title _____
 Email _____
 Phone _____

QCSR		Revenue Report		Budget & Expenditures	
read-only	edit/ modify	read-only	edit/ modify	read-only	edit/ modify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1) This employee already uses INCite					Y / N
2) This employee is likely to need access to forms for multiple courts					Y / N (circle one)

Name _____
 Title _____
 Email _____
 Phone _____

QCSR		Revenue Report		Budget & Expenditures	
read-only	edit/ modify	read-only	edit/ modify	read-only	edit/ modify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1) This employee already uses INCite					Y / N
2) This employee is likely to need access to forms for multiple courts					Y / N (circle one)

Name _____
 Title _____
 Email _____
 Phone _____

QCSR		Revenue Report		Budget & Expenditures	
read-only	edit/ modify	read-only	edit/ modify	read-only	edit/ modify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1) This employee already uses INCite					Y / N
2) This employee is likely to need access to forms for multiple courts					Y / N (circle one)

Name _____
 Title _____
 Email _____
 Phone _____

QCSR		Revenue Report		Budget & Expenditures	
read-only	edit/ modify	read-only	edit/ modify	read-only	edit/ modify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1) This employee already uses INCite					Y / N
2) This employee is likely to need access to forms for multiple courts					Y / N (circle one)

Name _____
 Title _____
 Email _____
 Phone _____

QCSR		Revenue Report		Budget & Expenditures	
read-only	edit/ modify	read-only	edit/ modify	read-only	edit/ modify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1) This employee already uses INCite					Y / N
2) This employee is likely to need access to forms for multiple courts					Y / N (circle one)

Judge's Signature _____

Date _____

